

Michigan Supreme Court
State Court Administrative Office
309 N. Washington Square, P. O. Box 30048
Lansing, Michigan 48909
(517) 373-4835
John D. Ferry, Jr., State Court Administrator

Memorandum

DATE: March 12, 2001

TO: All Chief Circuit Judges
cc: Family Division Judges, Friends of the Court, Family Division Administrators,
and Circuit Court Administrators

FROM: John D. Ferry, Jr., State Court Administrator

SUBJ: SCAO Administrative Memorandum 2001-04: Non-Custodial Parent Work First Program
Replaces SCAO Administrative Memorandum 1998-05, Family Division Policy 1998-FD-2

Section 19 of the Friend of the Court Act [MCL 552.519; MSA 25.176(19)] provides that the State Court Administrative Office, Friend of the Court Bureau, develop procedures for operation of Friend of the Court offices. MCL 552.503(6); MSA 25.176(6) states that each Friend of the Court shall take all necessary steps to adopt office procedures to implement this Act, Supreme Court rules, and recommendations of the Bureau.

The Non-Custodial Parent Work First Program (formerly known as the Unemployed Non-Custodial Parent Program) was implemented in 1998. This program provides an option for Friends of the Court attempting to enforce child support against non-custodial parents who are unemployed or underemployed. Since its inception, many of the program procedures and eligibility requirements have changed. Enclosed are the updated model procedures and recommended process.

Also included is a Guide to Implementing and Maintaining a Non-Custodial Parent Program at a Friend of the Court Office, a sample of a Memorandum of Understanding, and an updated Quarterly Statistical Report form. A list of all Michigan Works! agencies statewide can be found at <http://www.michiganworks.org/page.cfm/14>.

Should you have any questions or comments regarding the procedure for establishing or maintaining the Non-Custodial Parent Work First Program in your jurisdiction, please feel free to contact Toni Beatty, Management Analyst, Friend of the Court Bureau, at (517) 373-2137.

Enclosures

cc: Mark Jasonowicz, Deputy Director, Michigan Family Independence Agency
Ken Theis, Deputy Chief Information Officer, Family Independence Agency
Wallace Dutkowski, Director, Office of Child Support
Dr. Barbara Bolin, Director, Michigan Dept. of Career Development
Vicki Enright, Director, Office of Workforce Development, Michigan Dept. of Career Development
Janet Howard, Chief, Welfare Reform Division, Michigan Dept. of Career Development
Don Childs, Welfare Reform Program Coordinator, Michigan Dept. of Career Development